

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

SIS Rank Stipend and Performance Award Program

FROM:

D/PPPM
5E58, Hqtrs.

EXTENSION

NO.

DATE 9 SEP 1980

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DDCI
7E12, Hqtrs.

2.

3.

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10. D/PPPM
5E58, Hqtrs.

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With your approval, the attached package will be forwarded to the Executive Committee for consideration at the scheduled 17 September 1980 meeting.

The package consists of:

a. An executive summary of the SIS Rank Stipend and Performance Awards program,

b. SIS Sub-System 5B detailing the program procedures, and

c. A draft example of a DDCI memorandum allocating Rank Stipends and Performance Awards to the Directorate level.

/s/ Harry E. Fitzwater

Attachment

9 SEP 1980

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: Harry E. Fitzwater
Director of Personnel Policy, Planning,
and Management

SUBJECT: SIS Rank Stipend and Performance Award
Procedures

1. Action Requested: Your approval is requested for procedures implementing the Senior Intelligence Service (SIS) rank stipends and performance award program.

2. Background: This proposed program implements Sub-System 5 of the SIS Plan as approved by the DDCI, 27 September 1979. It reflects decisions made by the Executive Committee on 18 June 1980 and confirmed in our memorandum of 15 July 1980 (Attachment I). Attachment II provides implementation procedures, including a proposed form for processing recommendations (Attachment III), and examples of how the system would work (Attachment IV). The system is consistent with Congressional and Office of Personnel Management (OPM) constraints and guidance (Attachment V) on the number, distribution and amount of rank stipends and performance awards which may be granted. The principal features are outlined as follows:

a. All SIS members are eligible and will be considered for stipends and performance awards.

b. Current year performance, based on the Advance Work Plan (AWP) and evaluated in the Performance Appraisal Report (PAR), will be the basis for award consideration. An overall PAR rating of six or higher will be required for either stipend or award consideration.

c. Allocations based on SIS on-duty strength will be given to the Directorates and ODCI reflecting the maximum number of SIS-1 - 4 officers who may be recommended for stipends or awards. Allocation guidance on the number and distribution of stipends and awards to be recommended will be based on 20 percent of SIS officer strength. An additional five percent should be ranked (but not necessarily recommended) to provide for unforeseen additional allocation of awards.

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Based on current Congressional and OPM constraints, rank stipends may be granted to not more than three percent of SIS officers, and performance awards to not more than 20 percent.

d. A separate awards allocation, in addition to the allocation for careerists, will be given to each Directorate and the ODCI for assigned SIS officers from outside the host career service.

e. In addition to allocations, the DCI/DDCI will maintain a reserve which will be used to recognize organizational accomplishment and to resolve special stipend and award cases.

f. The current supervisor is responsible for initiating the stipend/award action sheet on each SIS officer at the time the PAR is prepared.

g. Paperwork required will be limited to the current AWP, PAR and the stipend/award action sheet. A memorandum will accompany stipend recommendations with any additional justifying information not covered in the current PAR.

h. Senior Resource Boards in each Directorate and the Office of the DCI, consisting of at least three officers senior to those being considered, will review and prioritize stipend and award recommendations. Due to the limited number of SIS-5s and 6s, one member of SRBs considering SIS-4s will be appointed by the DCI/DDCI from outside the Directorate or ODCI.

i. Significant dates for the current year are:

30 September - End of SIS PAR period.

31 October - PARs due in OPPPM.

21 November - Recommendations due in OPPPM.

15 December - Recommendations to DDCI with OPPPM procedural review comments.

Late December or Early January - DCI/DDCI notification of Rank Stipend and Award recipients, with appropriate ceremony within cover considerations for Stipend recipients.

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25X1 3. Recommendation: It is recommended that the SIS Rank Stipend and Performance Award procedures outlined in this memorandum and spelled out in detail in the attachments be approved. ☐

/s/

Harry E. Fitzwater

Attachments:

- I. Memorandum of 15 July 1980
- II. Implementation Procedures
- III. Processing Recommendations Form
- IV. Examples of System
- V. Constraints and Guidance

APPROVED:

Never signed - never
Deputy Director of Central Intelligence

Date

Distribution:

- Orig - Return to D/PPPM
- 1 - DDCI
 - 1 - DCI
 - 1 - ER
 - 2 - D/PPPM
 - 2 - SIS/SS

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